AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Reporting
Annual Operations Plan

AASIS Support Center
February 2006

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Budget Planning Periods
Biennial

2005 - 07 = July 1, 2005 - June 30, 2007

2007 - 09 = July 1, 2007 - June 30, 2009

Annual

FY05 = July 1, 2004 - June 30, 2005

FY06 = July 1, 2005 - June 30, 2006

FY07 = July 1, 2006 - June 30, 2007

Base Level for 2007-2009

Retracted for Annual Planning

AASIS Support Center
February 2006

The State has 2 budget-planning periods:

BIENNIAL – 2 year period with fiscal years that begin on July 1st and end on June 30th
ANNUAL   – 1 year period that begins on July 1st and ends on June 30th

This annual budget being prepared in PBAS is for FY06

The first biennial budget prepared in PBAS was for 2005-2007

Agencies will begin preparing of the FY06 Annual Operations Plan (AOP) in April, 2005 and complete it in May, 2005.

PBAS will reflect the final actions of the 85th General Assembly for the 2005-07 biennium and it will be used by the agencies when they prepare AOP for FY06 and FY07.

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Annual Planning Versions

Version 0A = Current Plan; initial "extraction" of data from the HR/FI/CO modules of AASIS. Used by DFA to verify data, apply cost of living increase and update rates for fringe benefits

Version 1A = Agency Distributed Plan; Annual Operations Plan at the lowest level

> » Includes cost of living increase
>
> » Career service payments
>
> » Changes made by agencies
>
> » Agencies use this version only

Version 2A = DFA (Office of Budget & Accounting) review of Annual Operations Plan submitted by agencies

Version 3A = Final Plan
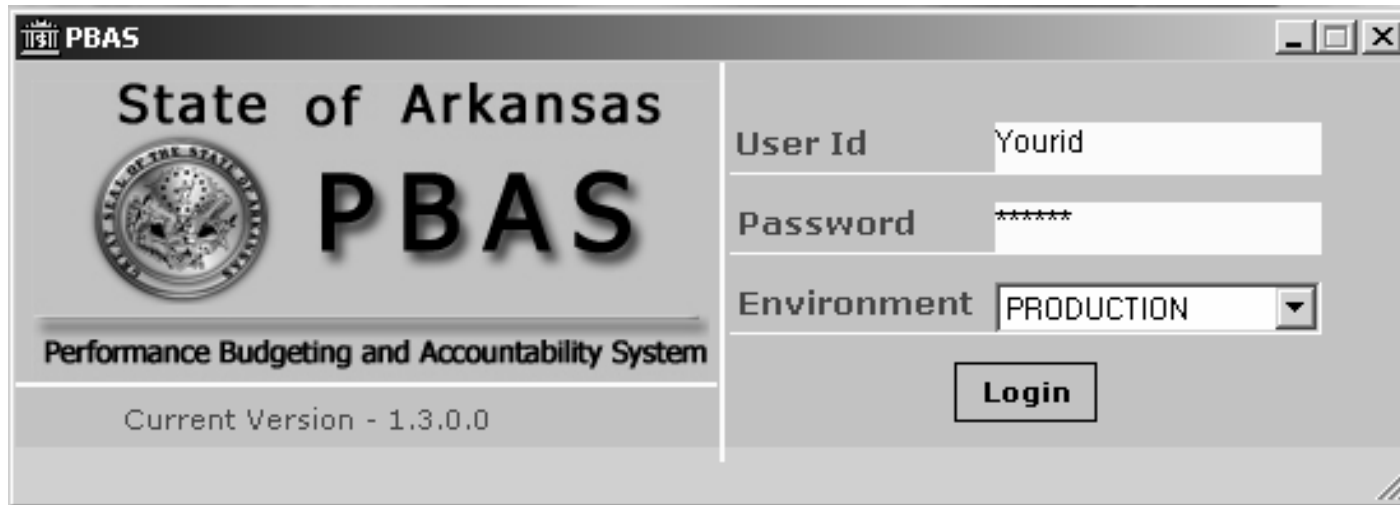
> » Retracted to controlling and project systems module of AASIS
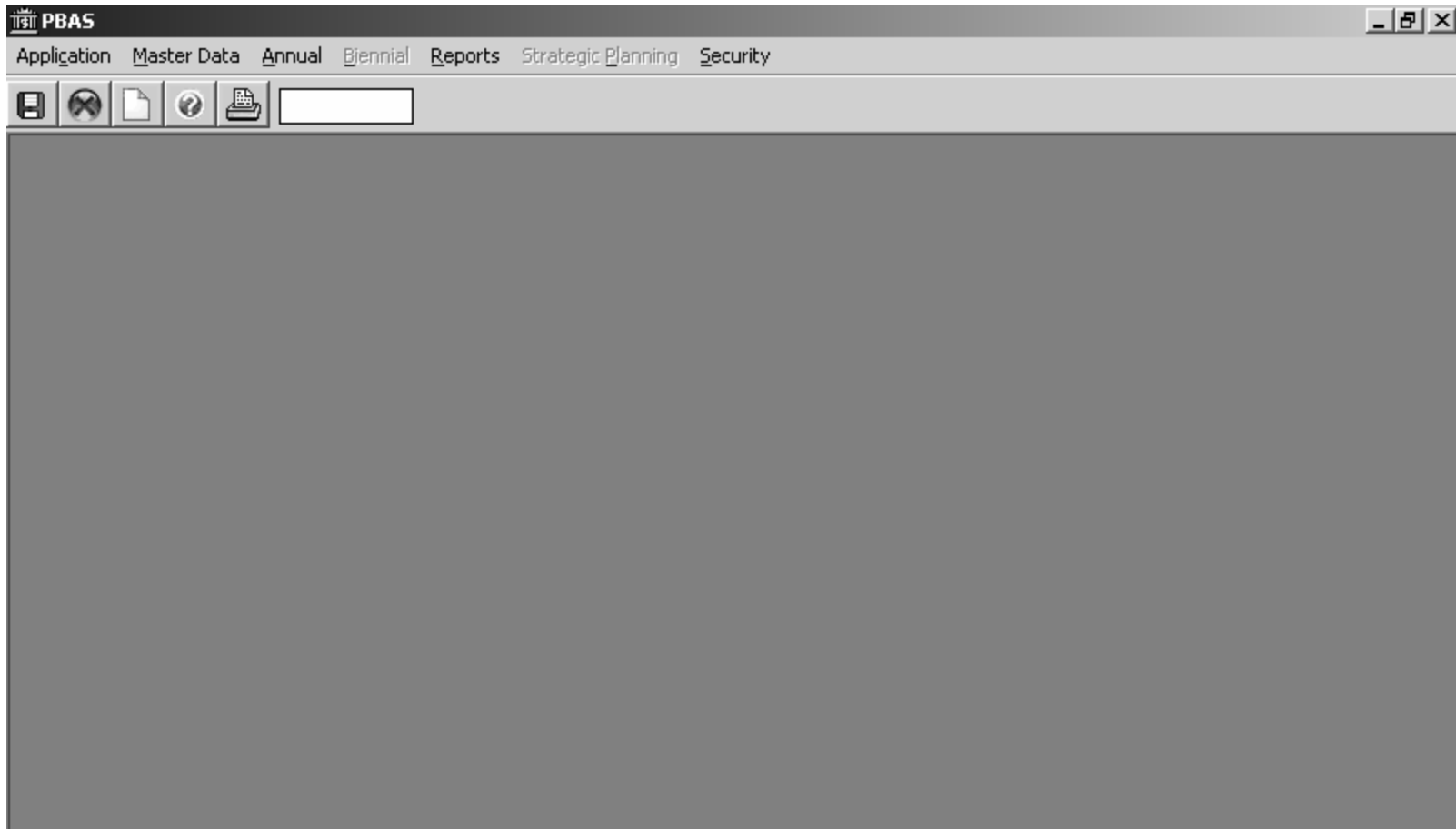
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Accessing the PBAS System

From your desktop, double-click the PBAS icon.

When the logon screen appears, enter your user name and password. Click Login.
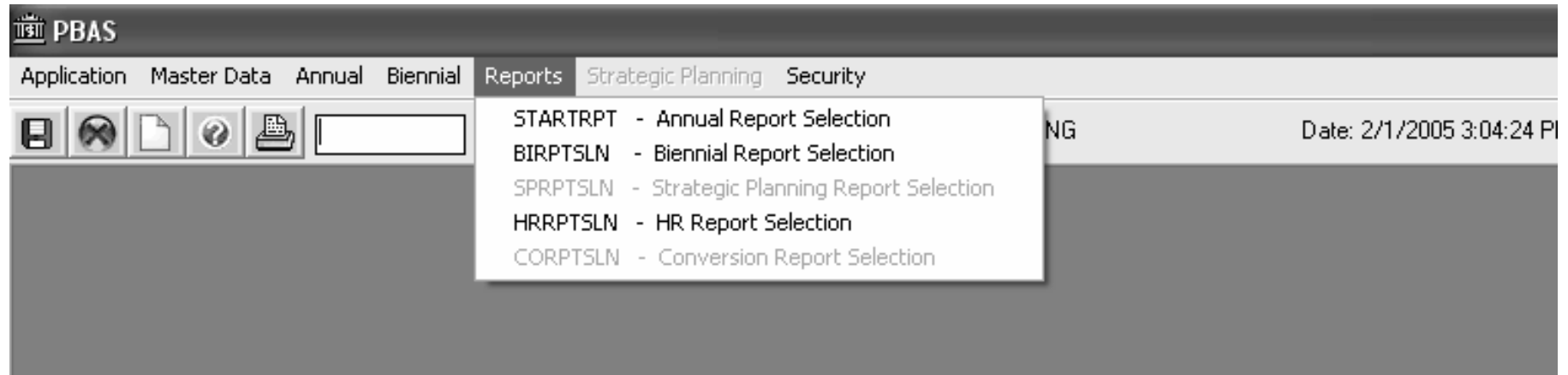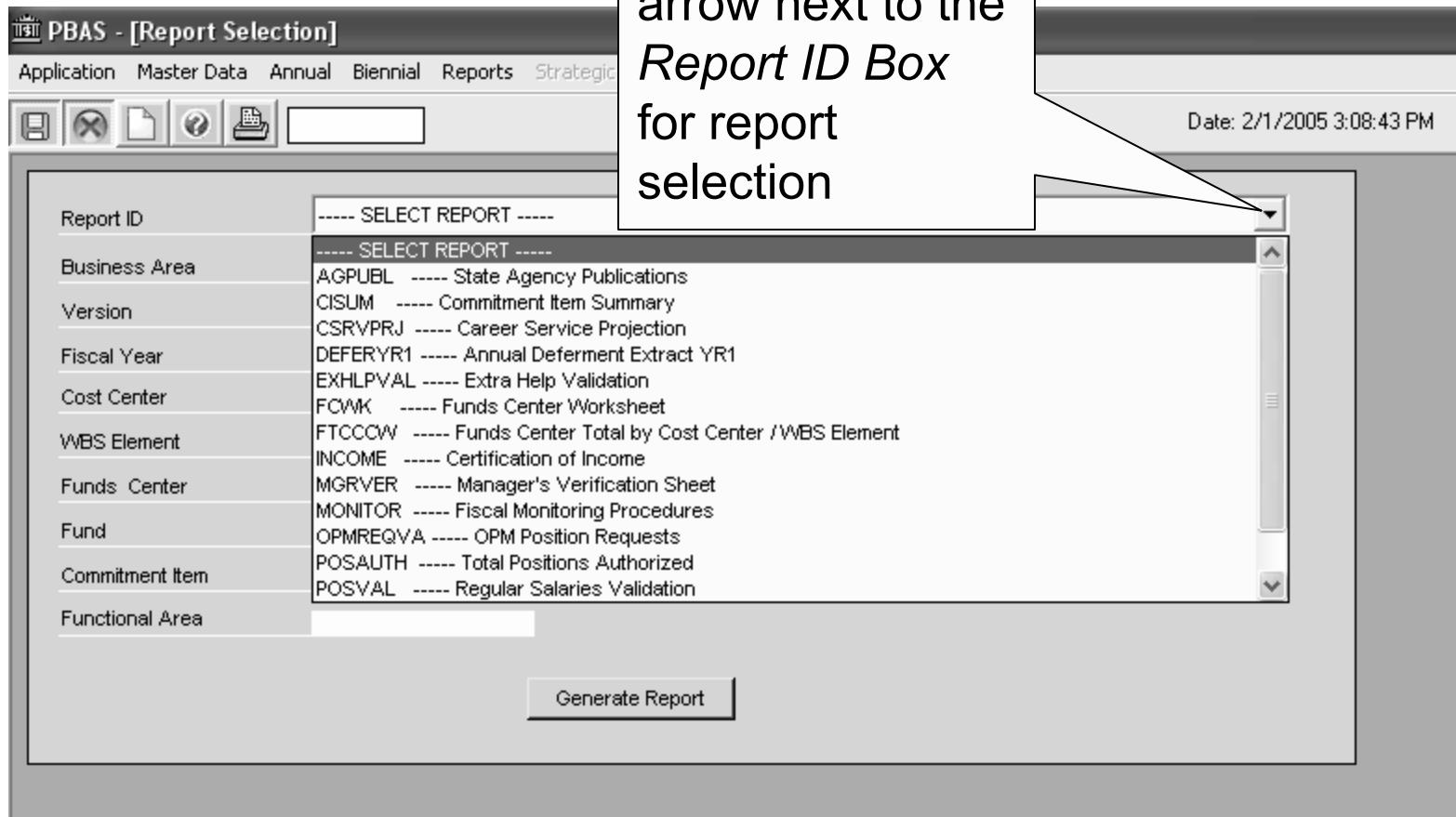
AASIS Support Center
   February 2006

The PBAS Menu is displayed.

Click on Reports and select *STARTRPT* to view reports for the *Annual Operations Plan*.

Click on the arrow next to the *Report ID Box* for report selection

PBAS - [Report Selection]

Application   Master Data   Annual   Biennial   Reports   Strategic

Date: 2/1/2005 3:08:43 PM

Report ID	----- SELECT REPORT -----
Business Area	----- SELECT REPORT -----
	AGPUBL ----- State Agency Publications
Version	CISUM ----- Commitment Item Summary
	CSRVPRJ ----- Career Service Projection
Fiscal Year	DEFERYR1 ----- Annual Deferment Extract YR1
Cost Center	EXHLPVAL ----- Extra Help Validation
	FCWK ----- Funds Center Worksheet
WBS Element	FTCCCW ----- Funds Center Total by Cost Center / WBS Element
	INCOME ----- Certification of Income
Funds Center	MGRVER ----- Manager's Verification Sheet
	MONITOR ----- Fiscal Monitoring Procedures
Fund	OPMREQVA ----- OPM Position Requests
Commitment Item	POSAUTH ----- Total Positions Authorized
	POSVAL ----- Regular Salaries Validation
Functional Area	

Generate Report

Access to reports is limited by security. If you don't have access to a report, it will be grayed out on this menu.

Report Selection Screen

Report ID	QTRWK - Quarterly Worksheet
Business Area	
Version	
Fiscal Year	
Cost Center	To
WBS Element	To
Funds Center	To
Fund	To
Commitment Item	To
Functional Area	

Generate Report

For all reports, Business Area, Version, and Fiscal Year are required fields. The system will return an error   if any of these fields are not completed or completed with data not found in the system.

Business Area is a Required Field

PBAS Reporting Icons

PAGE FORWARD/ BACK/ END

Go to Page #

PRINT

EXPORT TO FILE

TOGGLE GROUP TREE

ZOOM

SEARCH TEXT

Report Viewer [FTCCCW - Funds Center Totals by

MainReport

831
466635
5010000
5010003
5020002

Navigation

Click the page forward / back / first page / last page icons to move around in a report.

Click the toggle group tree icon to open a sidebar to enable the selection of a particular part of the report. An item marked with + contains additional selections. The page with the item selected on the sidebar will be displayed on the report on the right side of the screen.

Click on the search text icon to search for text in the report.

The page that contains the text will be displayed and the text will be outlined in red.

Exporting to a file

Click on the save to file icon to export the report to a file.
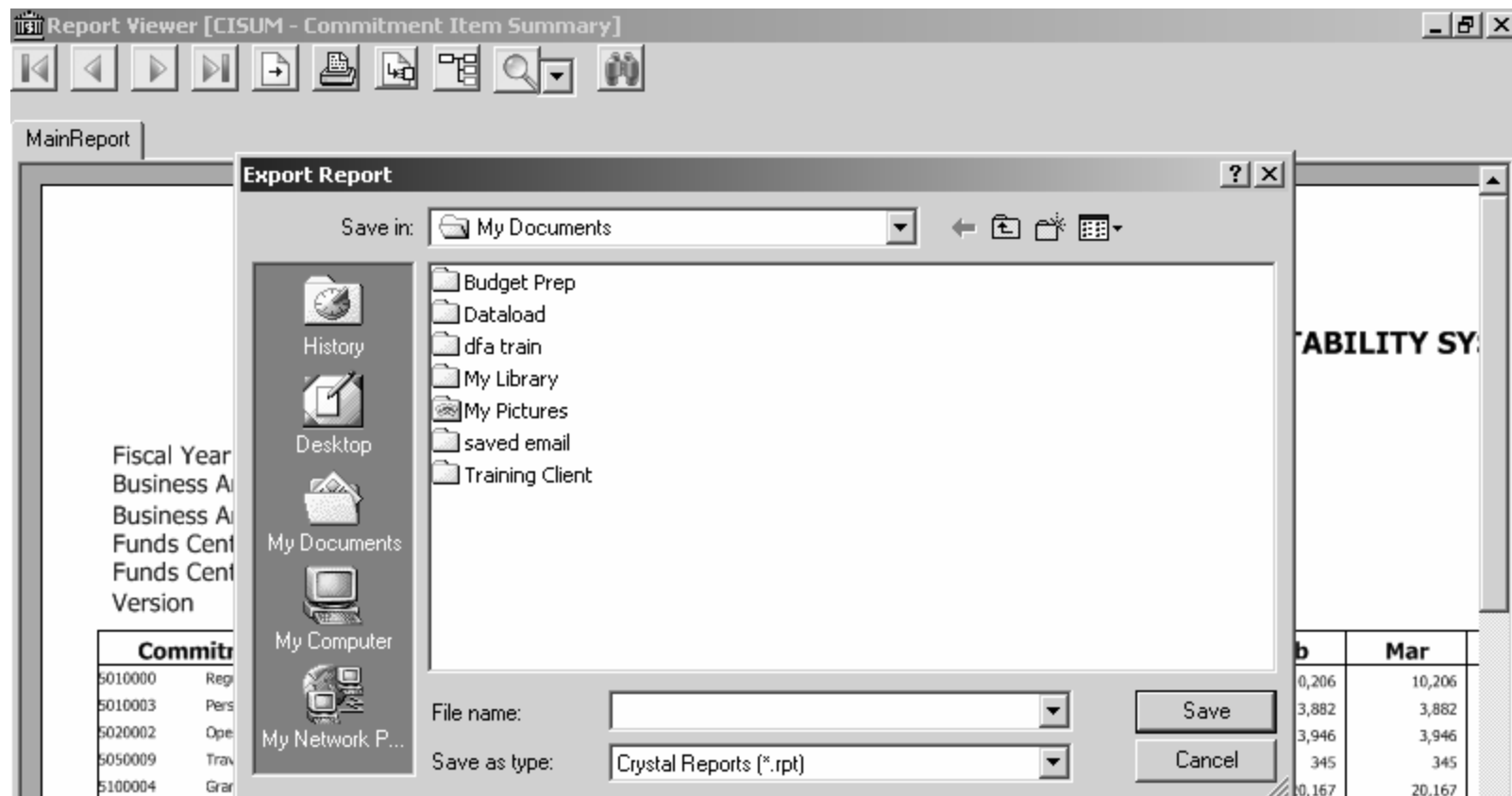
Choose a location for the file to be saved and select file type from the drop down list. Click the Save button.

The system will return a message that the export was completed.

Exiting the Reports

To exit a report and return to the report selection screen, close the Report Viewer window.

Funds Center Totals by Cost Center/ WBS Element

The Funds Center Totals by Cost Center/WBS Element report is the most detailed report for the Annual Operations Plan. The Annual Operations Plan for each cost center or WBS element is listed by cost element.

Click on Reports and select STARTRPT

Click on the arrow next to the Report ID Box for report selection. Double-click FTCCCW – Funds Center Totals By Cost Center/WBS Element.

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS element, funds center, fund and commitment item. After the desired selections have been made, click Generate Report.

The report is displayed.

Funds Center Worksheet

The Funds Center Worksheet report displays authorized amounts, blocked amounts and planned amounts by quarter (authorized minus blocked). The planned amount will initially be listed in the first quarter.

Click on Reports and select STARTRPT

Click on the arrow next to the Report ID Box for report selection. Double-click FCWK – Funds Center Worksheet.

Enter your business area, version 1A, and the fiscal year. Optional fields are the funds center and fund. After the desired selections have been made, click Generate Report.
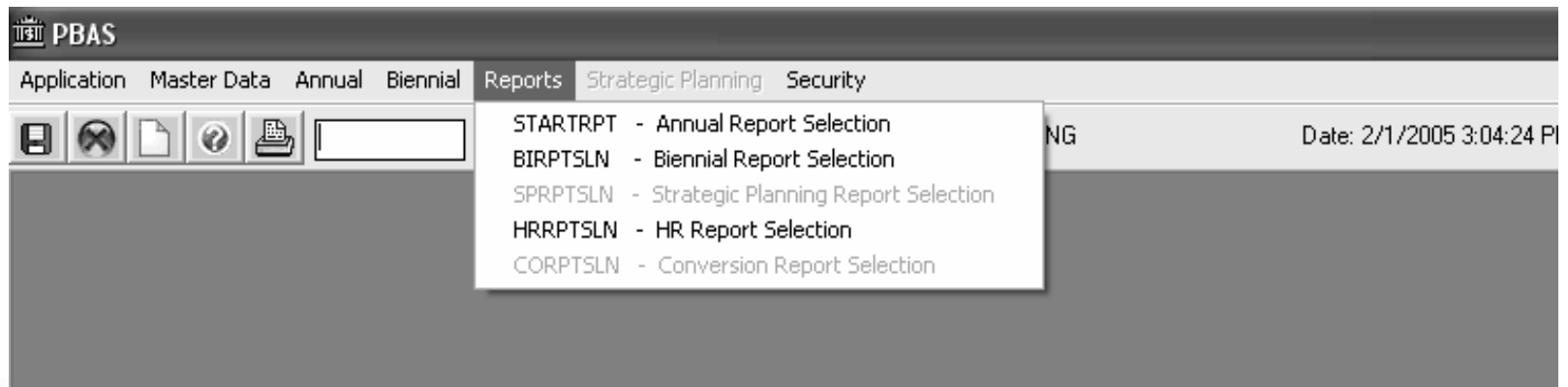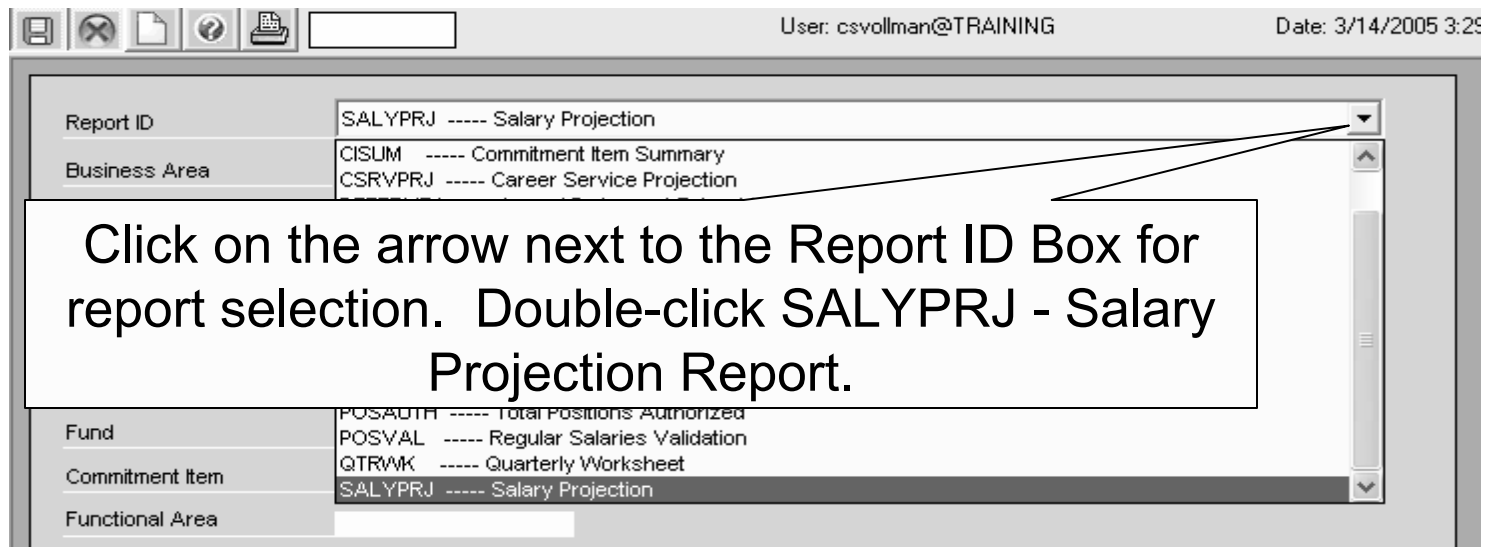
The report is displayed.

Salary Projection Report

The Salary Projection Report is a detailed report for positions and salaries. Each position is listed along with the class code, grade, employee name, current and projected salary, and cost center or WBS element assigned to the position.

The annual projected salary will initially be listed in July prior to distribution.

Click on Reports and select STARTRPT to view reports for the Annual Operations Plan.

Click on the arrow next to the Report ID Box for report selection. Double-click SALYPRJ - Salary Projection Report.

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS element, funds center and fund. After the desired selections have been made, click Generate Report.
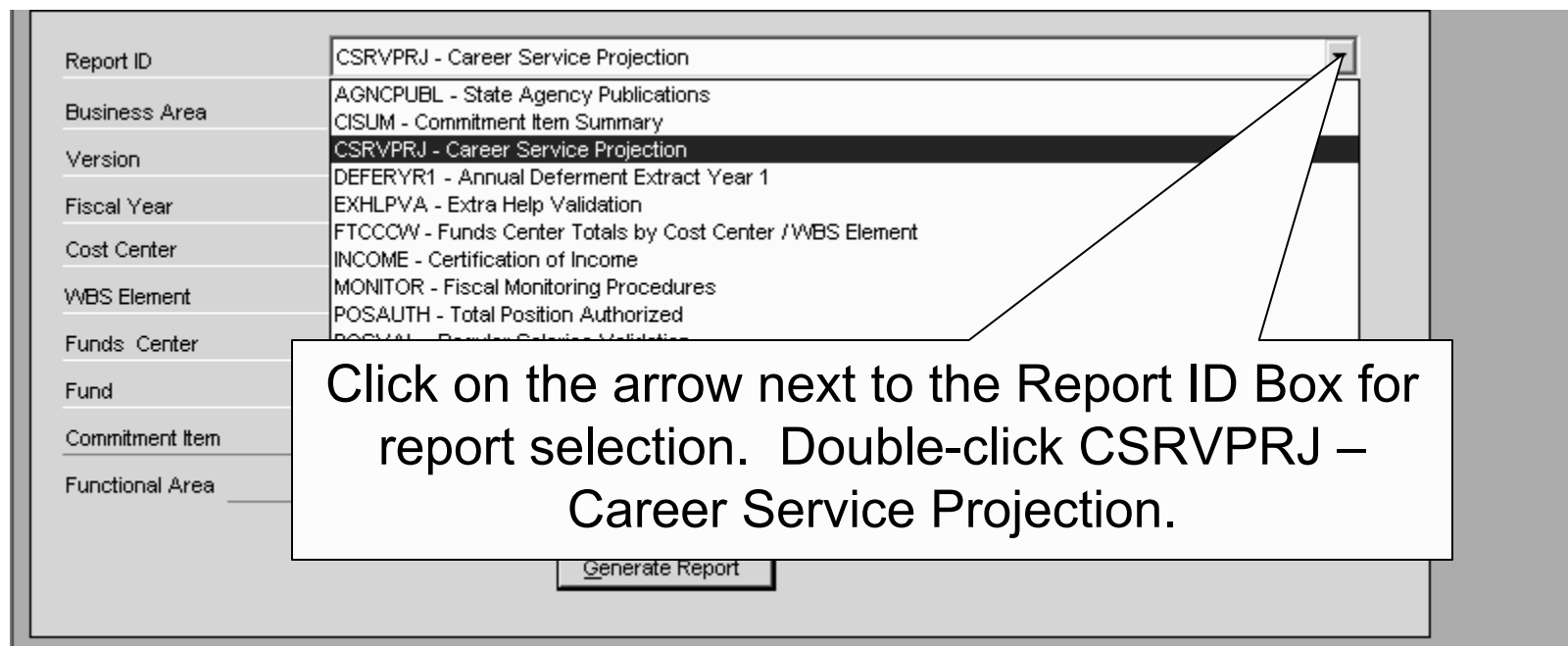
The report is displayed. An employee in the drop will have an asterisk before their name. Retirement is not calculated on these positions.

Career Service Projection

The Career Service Projection lists the amount and month of the career service payment for each qualifying position by funds center. The name of the employee and the cost center in which the position is budgeted will also be listed.

Click on Reports and select STARTRPT.

Click on the arrow next to the Report ID Box for report selection. Double-click CSRVPRJ – Career Service Projection.

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS Element, funds center and fund. After the desired selections have been made, click Generate Report.

Report Viewer [CSRVPRJ - Career Service Projection]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY

Career Service Projection

Fiscal Year   2007
Business Area Code   0420
Business Area Title   AR GEOLOGICAL COMM
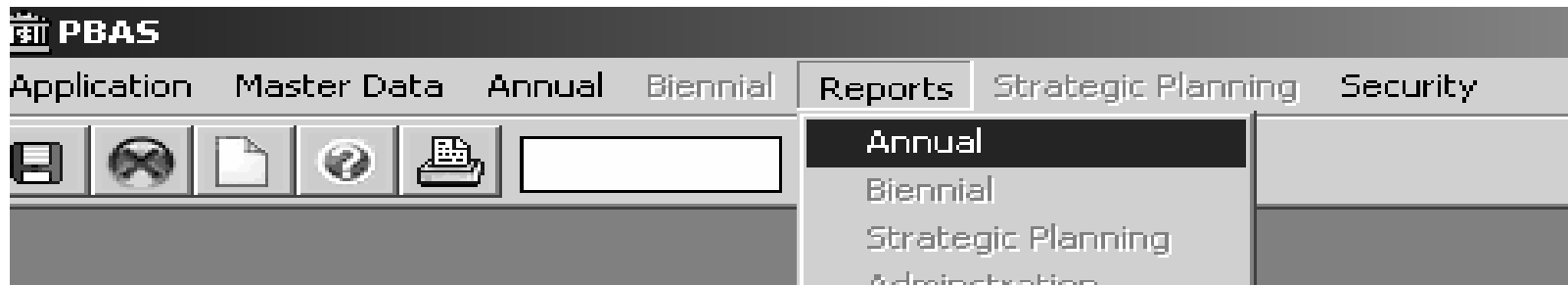Funds Center   873
Funds Center Title   Museum-Treas Pay

Cost Center	WBS Element	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
324361		22108359 K153	701 Michal Jordan	0	0	0	0	0	0	300	0
			Sub Total	0	0	0	0	0	0	300	0
			Total	0	0	0	0	0	0	300	0

Page 1 of 1   Total Pages: 1   Zoom Factor: 100%
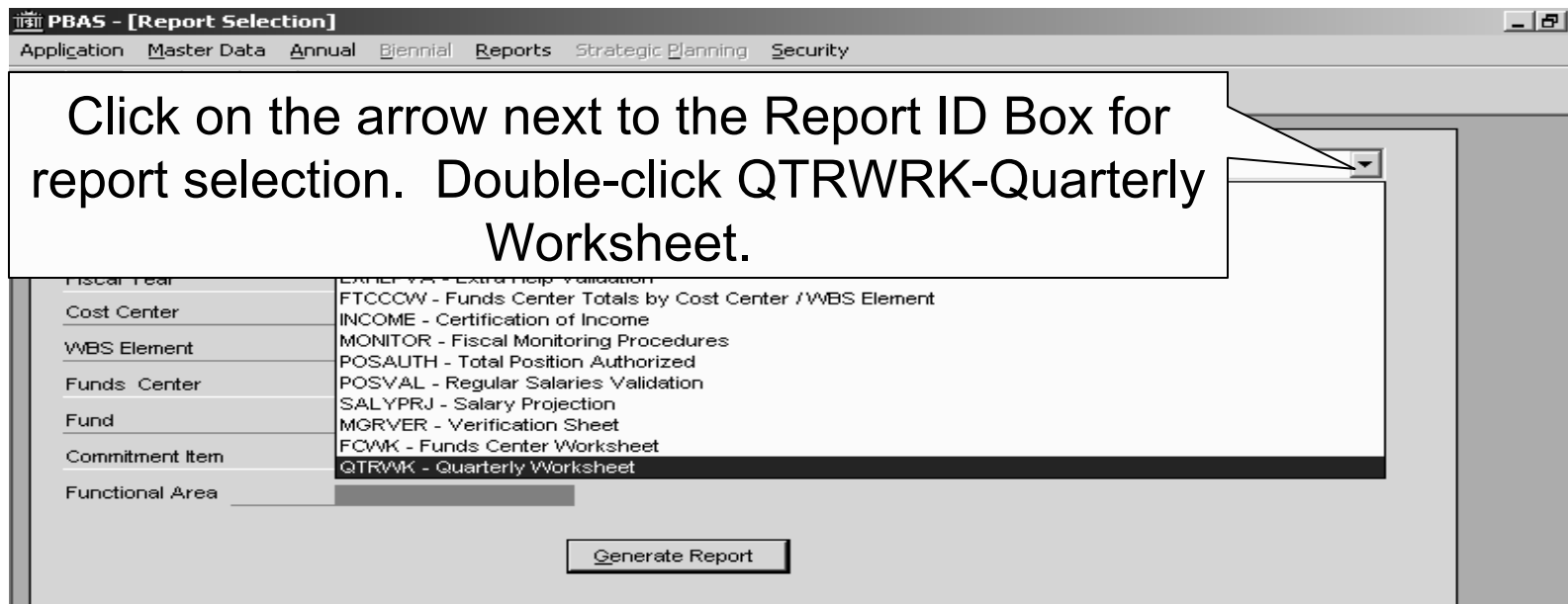
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Quarterly Worksheet Report

This report lists each fund / funds center / commitment item combination and gives the budget for each quarter.

Prior to distribution, all budgeted amounts will be listed in the first quarter.

Click on Reports and select Annual to view reports for the Annual Operations Plan.

Click on the arrow next to the Report ID Box for report selection. Double-click QTRWRK-Quarterly Worksheet.

Enter your business area, version 1A, and the fiscal year. Optional fields are the funds center, fund and commitment item. After the desired selections have been made, click Generate Report.

Report Viewer [QTRWK - Quarterly Worksheet]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYS

Annual Quarterly Worksheet

Fiscal Year   2007
Business Area Title   DEPT OF EMERGENCY MANAGEMENT
Business Area Code   0995
Funds Center Title   State Oprs
Funds Center Code   219
Commitment Item Title   Regular Salaries
Commitment Item Code   5010000
Version   1A

Fund Center		Commitment Item		Total
219	State Oprs	5010000	Regular Salaries	219,884.00

Fund	Fund Title	1st Qrtr Allotment	2nd Qrtr Allotment	3rd Qrtr Allotment
HUA4050	Mobile Emer Cmnd Ctr	219,884.00	0.00	0.00
	Grand Total	**219,884.00**	**0.00**	**0.00**

Current Page No.: 1   Total Page No.: 36   Zoom Factor: 100%

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Commitment Item Summary

The Commitment Item Summary lists the amount budgeted monthly for each commitment item for each fund/funds center combination.

Prior to distribution, all budgeted amounts will be listed in the first month.

Click on Reports and select STARTRPT to view reports for the Annual Operations Plan.

Click on the arrow next to the Report ID Box for report selection. Double-click CISUM – Commitment Item Summary.

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS Element, funds center and fund. After the desired selections have been made, click Generate Report.

The report is displayed.

Annual Operations Plan Documents

- Most documents to be included with the agency's Annual Operations Plan can now be done on line through PBAS.

- Documents available online include Income Certification, Fiscal Monitoring, and State Agency Publications.

- The information will be entered into PBAS. The document can be printed by agency staff, signed, and submitted to DFA – Office of Budget.

- Other required documents for the Annual Operations Plan can be obtained on the DFA – Office of Budget website:
      www.arkansas.gov/dfa/budget

Certification of Income

To view your certification of income report, select reports from the menu and click INCOME– Certification of Income.

Enter your business area (Division if DHS), version 1A, fiscal year and funds center. After the desired selections have been made, click Generate Report.

The certification of income is displayed.

Fiscal Monitoring Procedures

To view your report, select reports from the menu and click MONITOR – Fiscal Monitoring Procedures.

Enter your business area (Division if DHS) and fiscal year. After the desired selections have been made, click Generate Report.

The report is displayed.

State Agency Publications
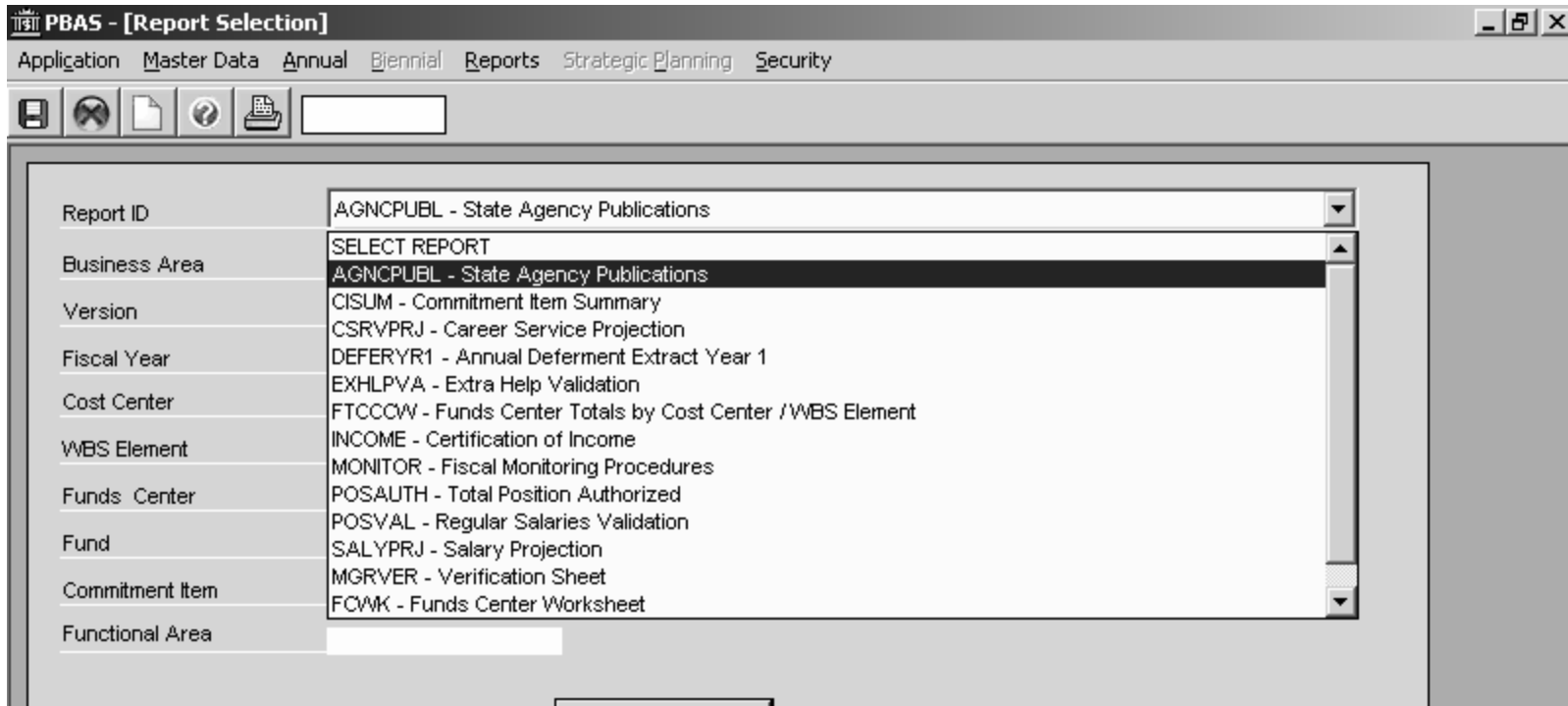
To view your State Agency Publications document, select Reports from the menu.   Choose AGNCPUBL—Agency Publications.

Enter your business area (Division if DHS) and fiscal year. After the desired selections have been made, click Generate Report.

Report Viewer [AGNCPUBL – State Agency Publications]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS
FiscalYear 2006-2007
Required by A.C.A 25-1-204

ENCY   0995   DEPT OF EMERGENCY MANAGEMENT

Name of Publication	Statutory Authorization	Required for		# of Copies Published	Reason(s) fo
		Governor	General Assembly		
kansas Education Plan	Act 2222 of 2003	No	Yes	5,000	Distributed to c

The report is displayed.

Personal Services Matching Appropriation

The Personal Services Matching Appropriation Request can now be printed from the PBAS system to send in with the completed budget.

Office of Budget will enter, adjust, and validate the information in the system. Agencies will be able to print out the request form.

To view your Request for Personal Services / Matching document, select Reports from the menu.   Choose PAYPLAN—Personal Services Matching Appropriation.

The request for salary / personal services matching appropriation is displayed.